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SECRET

ROUTING AND RECORD SHEET

RETURN TO

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across that and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

RECORDS MANAGEMENT DIVISION

FROM:

Assistant Director for Personnel

TELEPHONE

NO.

25X1A6a

731

DATE

1 December 1954

TO

ROOM
NO.

DATE

REC'D

FWD'D

OFFICER'S
INITIALS

TELEPHONE

COMMENTS

1. Chief,
Management Staff

137

DEC

7 1954

ARR

Wey

Pls discuss
this with me:

25X1A9a 6 January 1955

3.

4.

1. Messrs
discussed subject corres-
pondence with [redacted]
was furnished the following background

5.

a. How we approached the Chief, Correspondence Branch,
through the Personnel Office ARO.

6.

b. Their permission for us to extract material from
their reading files.

7.

c. Our recommendations for streamlining their corres-
pondence.

8.

d. Their subsequent request for us to assist in im-
proving nine types of EOD letters.

9.

e. Our recommendations on the above.

10.

f. The contradictory statements of the Chief, Corres-
pondence Branch, and the Chief, Processing and
Records Division, regarding the value of our
recommendations, and the extent they are being
applied.

11.

25X1A9a

2. [redacted] felt that subject memo was much to do about
nothing, and that it did warrant a reply. It was the group's
consensus that someone's pride of authorship had been hurt.
[redacted] advised that, pending an O & M survey or some other
means of determining the quality of their correspondence, we
should consider the matter closed.

25X1A9a

13.

14.

25X1A9a

15.

FORM
1 MAY 54

51-10

PREVIOUS EDITIONS

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